



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> Position Description for Deputy Director, Department of General Services	<b>Number</b> 2-19
<b>Originating Department</b> Office of Human Resources	<b>Effective Date</b>

Montgomery County Regulation on

## **POSITION DESCRIPTION - DEPUTY DIRECTOR, DEPARTMENT OF GENERAL SERVICES**

Issued by: County Executive  
Regulation No. 2-19

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15

Register Vol. 36 No. 2

Effective Date:

Comment Deadline: March 3, 2019

**Summary:** This regulation establishes the position description for Deputy Director, Department of General Services, a non-merit position.

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**Background:** Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

## **DEPUTY DIRECTOR, DEPARTMENT OF GENERAL SERVICES**

### **DEFINITION OF CLASS:**

This is an appointed, non-merit position in the County Government. This is a senior level management position serving as the deputy director for the Department of General Services (DGS). This position reports to the Director of DGS and has full authority and accountability in the absence of the Director.

This position focuses on an approach to Countywide planning and real estate development and assists the Executive branch in working with the County Council and Planning Board on significant land use policy and



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implementation issues. The incumbent spends a significant amount of time in public forums promoting and supporting the County's vision for a more cohesive, environmentally responsible, and cost-effective use of all facilities.

### MAJOR DUTIES:

An employee in this class plans, develops, coordinates and evaluates land use and growth policies, redevelopment programs, and the use of public real estate assets. The employee directs managers in: review of planning and land use policies, capital planning and design, and maximizing the value of public real estate assets. This position has direct oversight and management of Capital Improvement Project (CIP) related design and construction and is tasked with leading the strategic direction related to sustainability in the County.

The work is performed within the context of broadly defined missions and functions and general administrative direction with little technical guidance. The employee exercises full accountability for all matters associated with completing work assignments, including determining the work to be performed and the methods used. Results of the work are considered technically authoritative and evaluated in terms of the Department's role in meeting its goals and objectives. Guidelines consist of broad policy directives and basic legislation and require the employee to use considerable judgment in interpreting the intent of the guidelines and in generating specific policies and guidance for use by managers in developing various components of the County's land use and growth policies, redevelopment and planning implementation, and use and development of county real estate assets. The complexity of the work is characterized by the need for planning, directing, and integrating a broad range of general functions, programs, and services for a wide range of diverse internal and external service recipients. The work requires consideration of public works, environmental, land use, community issues and impacts, and developing solutions which accommodate conflicting objectives from a variety of organizations, officials, groups, and individuals. These areas require substantial analysis of the legal implications for actions taken. This work directly impacts the business community and public and requires significant interaction with the public. The work is sedentary, performed in an office setting and subject to common everyday risks.

### EXAMPLES OF DUTIES: (Illustrative Only)

- Provide substantial input and influence on policy to department directors, County Council, the County Executive, and the public.
- Represent higher management and/or the organizational unit(s) managed in presenting, justifying, defending, gaining compliance, obtaining or committing resources, and resolving issues of considerable consequence to the organizational unit(s).
- Develop and implement organizational strategies that integrate the County Executive's Vision Statement, and the County and State's plans for facilities and services throughout Montgomery County.



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- Oversee the department's implementation of the Capital Improvement Program in the design and construction of public facilities.
- Develop and oversee administration of department-wide policies and procedures.
- In the absence of the Director, or for the Director, serve as the spokesperson for the Department by responding to inquiries from the media, the County Council, and other local and State Government officials and business, communities, and citizens.

### MINIMUM QUALIFICATIONS:

**Education:** Graduation from an accredited college or university with a Master's Degree in Planning, Public or Business Administration or related fields.

**Experience:** Seven (7) years' experience in the field of planning, real estate development and asset management with at least four (4) years in a managerial or supervisory capacity which included responsibility for fund and budget administration, program planning, implementation, and administration.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**Licenses, Registrations, Certifications, or Special Requirements:** None

**Knowledge, Skills, and Abilities:**

*Advanced knowledge of:*

- Methods and techniques, practices, and procedures of land use planning and real estate development.
- Laws, ordinances, and regulations governing the land use and development such as zoning, subdivision regulations, historic preservation regulations, and public real estate acquisition and disposition.
- Principles and practices of accounting and financial analysis as they apply to business transactions associated with real estate functions and services.
- Principles and practices of public administration as they may apply to the management of a complex government organization.

*Skill in:*

- Making timely decisions in the light of conflicting priorities.
- Negotiating agreements which accommodate the conflicting interests and viewpoints of individuals, groups, and contractors with a particular emphasis on real estate transactions.
- Oral and written communication sufficient to develop positions and justifications of decisions reached.
- Making presentations to and reaching out to the public in meetings.
- Negotiating agreements, a collective position, etc., in support of the execution of the program objective.



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*Ability to:*

- Communicate effectively, orally and in writing, in a clear and concise manner.
- Establish and maintain effective working relationships with other governmental agencies, private organizations and the general public.
- Develop, present, and defend program measurements related to the program.
- Establish and maintain effective working relationships with government, community, business, and private individuals.
- Supervise support employees.
- Attend meetings and perform work assignments at locations outside the office.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

Approved:

\_\_\_\_\_  
Marc Elrich, County Executive

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: *Eol Smith*  
DATE: 1/11/19